

## MICHIGAN ELECTROLOGY LICENSING GUIDE

### LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain an electrology license.)

#### APPLICATION AND FEES

- ☐ Online Application for an Electrology License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- ☐ Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)  
Electrology by Exam or Reciprocity \$63.00

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ☐ Is not less than 18 years of age.
- ☐ Good Moral Character Question – I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.
- ☐ Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- ☐ If requesting a fee waiver as an individual who served in the armed forces – Form DD214, DD215, or any other form acceptable to the Department that demonstrates you were separated from service with an honorable character of service or under honorable conditions (general) character of service.

#### ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM

- ☐ Has had an education equivalent to the completion of the ninth grade.
- ☐ Has completed not less than 400 hours of training in a licensed school of cosmetology in which the practice is taught or has studied for not less than 6 months as an apprentice in a licensed cosmetology establishment where electrology services are offered.
- ☐ Take and pass the practical and theory exam. For exam related questions or to schedule your exam contact PSI at [www.psiexams.com](http://www.psiexams.com) or by calling 800-733-9267.

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### ADDITIONAL REQUIREMENTS FOR LICENSURE BY RECIPROCITY

- ☐ If licensed in another state, verification of licensure to be submitted directly to this office by the licensing agency of any state of the United States in which you hold a current license or ever held an electrology license. Verification of licensure can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.
- ☐ If not licensed in another state, official final transcripts to be forwarded to this office directly from the educational institution in which the training was completed. Transcripts can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.

### RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for Electrology Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- ☐ Renewal Application Fee: \$48.00 (Must be paid by Visa, Mastercard, or Discover credit or debit card)
- ☐ Renewal Cycle 2 years
- ☐ Accept Renewal Attestation

### HELPFUL RESOURCES AND FORMS

- ☐ By visiting [www.michigan.gov/occupationallicense](http://www.michigan.gov/occupationallicense) and clicking on the cosmetology link you can access the following helpful resources and forms:
  - Resources:
    - ☐ Occupational Code
    - ☐ Administrative Rules for Cosmetology